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Executive Registry

2-2695

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Efficiency Awards Committee
THROUGH : Acting Personnel Director *gem*
FROM : Recorder, Efficiency Awards Committee

DATE: 1 October 1951

SUBJECT: Approval of Employee Awards Recommended by the Efficiency Awards Committee.

1. In the past, recommendations of the Efficiency Awards Committee concerning awards under the Agency Incentive Awards Program have been reported to the Deputy Director (Administration) through a memorandum such as the one attached hereto. Approval of the Committee recommendations has been confirmed by having both the Deputy Director (Administration) and the Chairman, Efficiency Awards Committee sign the subject memorandum. The memorandum, signed by these two Agency officials, has constituted the authority for granting incentive awards as recommended by the Awards Committee.

2. If the procedure outlined above is satisfactory, the attached memorandum reporting the recommendations made by the Committee on 26 September 1951, should be presented to the Deputy Director (Administration) for his approval. The approved memorandum and the carbon copy, both bearing the signatures of Mr. Wolf and General Davison, should be returned to the Committee Recorder, Room 104, North Building. The carbon copy will be forwarded by the Recorder to the Chief, Fiscal Division as authorization for payment of the cash award.

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PRB/DT:dms

Distribution:

- Orig & 1 - Addressee
1 - Superior Accomplishment Reward file - PRB
1 - Reading file - PRB

orig + 1
sup acc - PRB
Reading
Finance file

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CONFIDENTIALEFFICIENCY AWARDS COMMITTEE met on 26 September 1951:Members Present

25X1A F. Trubee Davison - Chairman
 Edward R. Saunders - Comptroller
 [REDACTED] - Advisor for Management
 25X1A George E. Meloon - Acting Personnel Director
 [REDACTED] (case only)

(Governing Directive: CIA Regulation [REDACTED] 25X1A

Cases Receiving
Favorable RecommendationsAction TakenBasis

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[REDACTED], 00

*Closed - D.F.*Within-grade Increase
recommended

Paragraph E (1) (a) (3)

Comment: Committee recommends a within-grade step increase in employee's present grade of GS-9 as a reward for superior accomplishment. As a result of M [REDACTED] efforts, the "shack" which housed the administrative control and maintenance activities of the motor pool in [REDACTED] was transformed and enlarged into an adequate building, complete with concrete floors, fluorescent lighting, wash basins, etc. Total cost of this project to [REDACTED] was \$885.00. Estimated cost of this construction, using native labor and materials procured from Corps of Engineers, would have amounted to approximately \$5,000.00.

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[REDACTED] OSI

Cash award of \$20.00
recommended

Paragraph C (1)

Comment: Committee recommends a cash award of \$20.00 for meritorious suggestion. [REDACTED] maintains a system of envelopes for analysts in the Chemistry Division whereby the unprocessed material of any analyst is tagged and placed in his "next day" envelope. Thus each analyst retains a document no longer than 24 hours. This system, which is used

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throughout the Chemistry Division, allegedly eliminates document "tracking down" and saves an estimated 15 man-hours per month.

Cases Pending Action:

George E. Meloon, Personnel
[REDACTED] ce
25X1A [REDACTED] Personnel
[REDACTED] OSI

(Approved) ()
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WALTER REID WOLF
Deputy Director
(Administration)

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F. TRUBEE DAVISON
Chairman

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